



## Job Announcement

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<b>Opening Date:</b>	August 19, 2010	<b>Closing Date:</b>	Open until filled
<b>Job Title:</b>	Information Manager XV	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	051628	<b>FLSA Status:</b>	Exempt
<b>Location:</b>	Judicial Information Systems Annapolis, Maryland	<b>Grade/Entry Salary:</b>	T15 \$67,282-\$80,653 (Depending on Qualifications)
<b>Financial Disclosure:</b>	Yes		

### Regular State employees subject to promotion/demotion policy

**Essential Functions:** Manage the development, implementation and maintenance of Information Systems on multiple platforms to provide the case management, court management, recording, fiscal reporting and statistical reporting needs of the Maryland Circuit Courts. Plan and develop system integration within the Judiciary and develop electronic data interfaces with systems outside the Judiciary. Manage the staff of technical managers, analysts and programmers assigned to this team in the areas of task assignment, technical policies and personnel administration. Provide JIS Management with complete and accurate information regarding the current project statuses and future project requirements. Provide technical and management support for the Administrative Office of the Courts, JIS Management, Court Clerks and staff and others regarding Circuit Court Information Systems projects. Participation in numerous statewide committee's. Performs duties as a systems analyst as required.

**Education:** Bachelor's Degree from an accredited college or university in Computer Science, Management Information Systems, or other information technology field.

**Experience:** Minimum of eight (8) year in Computer Technology and Systems Development, at least five years of project leadership and team management experience.

**Note:** Additional work experience as specified above may be substituted for the education requirement on a year for year basis for up to four years of the required education.

**Preferred:** Knowledge of court applications and experience in system interfaces and migration strategies.

**Skills/Abilities:** Strong Management and Leadership skills. Knowledge of the principles and practices of information systems planning, analysis, design, programming, budgeting, operations and maintenance. Knowledge of computer and communication systems software design characteristics and capabilities. Knowledge of fourth generation or other generally accepted computer programming languages. Knowledge of the functions and capabilities of multipurpose, multi-tasking computer systems and related data communication systems. Knowledge of relation database architecture and design. Skill in planning and evaluating new or revised systems software. Skill in assessing the impact of new or revised systems hardware and software on available or planned resources. Ability to learn, understand, and adapt to changing complex information technology principles, theories and solutions. Ability to communicate effectively, orally and in writing, and to establish and maintain effective working relationships with peers, users, software vendors and consultants. Ability to use various management tools for effective prioritizing, planning, coordinating and insuring timely delivery for numerous projects. Strong skills in analysis, organization, communication and team work. Ability to gain extensive knowledge of court business and functions. Ability to learn and effectively use Personnel Policies and Procedures Manual. Ability to organize and motivate personnel to perform quality work. Ability to perform all essential functions of the position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications or resumes sent to any other address.**

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov) (Zip files not accepted)

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.**